

Allegan Expo: Rediscover your Community



2018 Allegan Area Chamber of Commerce Expo Contract

Location: The Silo, 1071 32nd St. (M-40 South)

Date: Saturday, March 17, 2018

Time: 10:00 AM until 2:00 PM

Setup: Saturday, March 17 from 7:00 AM until 9:00 AM (**Vendor to Vendor Networking to commence at 9:00 AM**). All exhibitors are to check in at the front entry registration table before setting up. Tear-down: Saturday, March 17, immediately after event (**Early tear-down fee: \$50.00**).

Contact Name: _____

Company / Organization: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

I would like to take advantage of the demonstration area.

Briefly describe the topic of your demonstration, products, services, DIY projects:

I will need: Electricity _____ Wall space _____ Table _____ "Hiring" Pennant _____

***Requests are not guaranteed and will be issued on a first come basis with a paid in full reservation**

Food Court Exhibit:

We will offer the following samples: _____

Special needs (Water, power, etc.): _____

Exhibitor Fees:

Premier Sponsorship (minimum 12' in Silo entryway) - Limited availability (call 269.673.2479)	\$400.00	
Allegan Area Chamber of Commerce Member (8' X 8'):	\$65.00 (by FEB 16) \$75.00 (after FEB 16)	
Non- Member:	\$115.00 (by FEB 16) \$130.00(after FEB 16)	

Rules & Regulations (Please keep a copy for your records):

1. **Booth spaces are 8-feet wide by 7-feet deep. If you need additional room, it will require the purchase of an additional exhibitor space. We cannot accommodate 10' x 10' tents in the Grand Ballroom.**
2. Items necessary for the set up of each booth (table covers, etc) are the responsibility of the exhibitor.
3. Each exhibitor must check in at the registration booth before set up.
4. All booths must be set up by 9:00 AM on Saturday, March 17 - no exceptions. **New for 2018 – Vendor to Vendor Networking from 9:00 AM – 10:00 AM.**
5. All booths must remain up, and staffed, during show hours, 10:00 AM until 2:00 PM on Saturday, March 17.
6. No early tear downs allowed. **(Early tear-down fee: \$50.00)**
7. Exhibits must be removed immediately after event, tear-down beginning at 2:00 PM on Saturday, March 17.
8. **Exhibitors must abide by all Silo Event Décor restrictions (attached).**
9. Displays must be of professional quality.
10. **There are no sales at Allegan EXPO.** This is an opportunity to showcase your products and services, book home parties, build your contact list, and introduce yourself to the community.
11. Exhibitor opportunity ends when all available booth spaces are reserved and paid in full.
12. Specific booth spaces and requests (electricity, wall space, tables) are not guaranteed. Exhibitors are encouraged to bring extension cords, power bars, etc..
13. Exhibitors will be notified of parking restrictions upon check in at event.
14. **No sharing of booth spaces – One business per booth space.**
15. **Refunds will not be granted after March 1, 2018.**

Standard security measures for The Silo Banquet Facility over the affected times of this event; however, The Silo Banquet Facility or the Allegan Area Chamber of Commerce **will not be held responsible for any items left, lost, stolen at any time in connection with EXPO.**

Exhibitor understands that the Allegan Area Chamber of Commerce, as coordinator of EXPO, is solely responsible for assigning booth space and may modify assignments, rules or regulations necessary for the successful operation of the EXPO.

I have read, understand, and agree to follow the above information, rules and regulations.

Signature: _____ Date: _____

Printed Name: _____

Exhibitor Fee: Member: _____ Non member: _____

Total Enclosed: _____

Spaces are limited! Reserve your booth today!

Return to: Allegan Area Chamber of Commerce
134 Brady St.
Allegan, MI 49010

Fax: 269-673-7190

Scan/Email: director@alleganchamber.com



The Silo Banquets & Catering

1071 32nd Street, Allegan, MI

(269) 686-8383

SiloBanquet.com

Event Décor Policies

The following are NOT allowed on our premises or inside the venue:

- ~Helium Balloons
- ~Easter Grass
- ~Items with Wet Paint
- ~Glitter
- ~Confetti
- ~Tapered candles
- ~Chinese Floating Lanterns
- ~Feathers
- ~Rice

The event vendors agree to NOT use the following for any set up purpose:

- ~Adhesives (tape)
- ~Nails
- ~Staples
- ~Push Pins / Straight Pins / Safety Pins